

ORIGINAL REQUISITION

FOR: (check one)

 Hyatt Corporation REVISED REQUISITION Roser at Purchasing Hyatt Hotels Corporation Regency Productions by Hyatt Regency Systems Solutions National Sales Office**PERSONNEL REQUISITION/
STATUS CHANGE**

Date Received by HR _____

PERSONNEL REQUISITION

POSITION/DEPT: Eastern National Sales

EST. START DATE: _____

 Regular Full Time Regular Part Time # Hours per week _____

Check the appropriate box and complete the required information.

 REPLACEMENT:

For Whom? Barbara Best Date of Term 1/16 Budgeted Salary 73,200 (Salary Range _____)

REQUIRED JOB RELATED SKILLS/CRITERIA: _____

 RECLASSIFICATION: (A complete Position Description with justification must accompany this request) Unbudgeted Budgeted Budgeted Amount _____ Replaces what position ? _____
Salary Range _____ New Salary Range _____ New Job Title _____ NEW POSITION: (A complete Position Description with justification must accompany this request) Unbudgeted Budgeted Budgeted Amount _____ Salary Range _____ Job Title _____**STATUS CHANGE**

Name: Holly Crompton	Social Security Number: _____	Original Hire Date: _____
PRESENT STATUS		
Position: Sales Manager	Date in Position: 10/14/98	Position: Mgr. National Accts.
Location/Dept.: McCormick Place	Data Control #: _____	Location/Dept.: ENSO-DC
Annual or Hourly Pay: \$33,200	Pay Range: 31,410-47,100	Annual or Hourly Pay: \$48,000
Amt. % & type of last increase: 5% merit equity	Date of Last increase: 10/13/98	Amt. % & type of this increase: 5% merit 25%
		Last day on pending payroll: 10/30/98
First day on receiving payroll: 11/01/98		
Dept: 2060 Job Code: 9785		
Covered under Relocation Policy <input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated Cost of Household Goods	Currently Receiving MHD <input type="checkbox"/> Yes <input type="checkbox"/> No
Own Home Rent	If yes, estimated reimbursable closing lease termination costs \$ _____	Mode of Travel: Driving <input type="checkbox"/> Costs: Flying <input type="checkbox"/> Shipping car <input type="checkbox"/>
Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		
SEPARATION VOLUNTARY <input type="checkbox"/> INVOLUNTARY <input type="checkbox"/>		
Separation reason code _____ (See reverse for list of codes)		
Position/Department: _____		Earned Vacation: _____ Accrued Vacation: _____
Annual or Hourly Pay: _____		Severance/Other: _____
Last Day worked: / /	Term Date: / /	Exit interview conducted by: _____
Recommended for rehire <input type="checkbox"/> Yes <input type="checkbox"/> No		
COMMENT SECTION #1 week Relo pay		
		Confidential 27537

L. West *[Signature]* 2/21/2001
 Initiated by Name _____ Date _____
 T. Helms *[Signature]* 2/21/2001
 Authorized by Name _____ Date _____
 Function Head _____ Date _____
 Tom Pritsker _____ Date _____

APPROVALS

C. Hayes _____

Human Resources Director

Date _____

L. Helms _____

Finance Authorization

Date _____

President

Date _____

PLAINTIFF'S EXHIBIT
89

PERSONNEL REQUISITION/STATUS CHANGE PROCEDURES

PERSONNEL REQUEST SECTION: (Must be completed for all open positions)* For BUDGETED Replacements and/or Reclassifications:

Directors and below: Approved by: Manager, Department Head, HRD
 AVP's and above: Approved by: Function Head, HRD, President, Tom Pritzker

* For UNBUDGETED Replacements and/or New Positions:

All levels: Approved by: Function Head, HRD, President

Positions will not be posted or recruited for until Human Resources receives an approved Personnel Requisition.

STATUS CHANGE SECTION: (Will be completed by HR Department)* For NEW HIRES: (For offers matching the pre-approved personnel requisition)

All levels: Approved by: HRD

* For NEW HIRES: (For offers above the pre-approved personnel requisition)

All levels: Approved by: Function Head, HRD, President

All approvals must be obtained prior to the job offer being made. All job offers must be made by the Human Resources department.

* For TERMINATIONS:

Directors and below: Approved by: HRD
 AVP's and above: Approved by: HRD, President, Tom Pritzker
 10+ years of service: Approved by: HRD, President

* For BUDGETED TRANSFERS, PROMOTIONS, SALARY ADJUSTMENTS:

Directors & Below: Approved by: Manager, Department Head, Function Head, HRD
 AVP's and above: Approved by: Function Head, HRD, President, Tom Pritzker

* For UNBUDGETED TRANSFERS, PROMOTIONS, SALARY ADJUSTMENTS:

All levels: Approved by: Function Head, HRD, President
 AVP's and above: Also approved by Tom Pritzker

ADP PAYROLL/TERMINATION CODES

CODE	REASON	DESCRIPTION	CODE	REASON	DESCRIPTION
A	Chronic absence	Excessive absenteeism/laidness resulting in discharge	M	Moved away	Relocation, not with Hyatt
B			N		
C	Compensation	More money/more benefits at another job	O	Other job	"Better" job
D	Deceased	Death	P	Progressive discipline	Repeated disciplinary action for misconduct in work
E	Education	Return to school full-time	Q		
F	Family Issues	Maternity, child/parental care	R	Retirement	Only for real retirees
G	Gross misconduct	Theft, assault, other significant single act	S	Military leave	Military service, reserve duty
H	Health/personal	Illness, personal concerns which cause resignation	T	Transfer to another Hyatt	Inter-Hyatt transfer, separated from Corporate office
I	Incompetent	Poor performance, inability, not misconduct	U	LOA-Maternity	Did not return from maternity L.O.A.
J	Resign in lieu of termination	Resign in lieu of termination	V	LOA-Medical	Did not return from medical L.O.A.
K	Separation Agreement	Separation Agreement	W	Adjustment Period	Did not pass adjustment period
L	Lack of work	Reduction in force, layoff, permanent in nature			